| List Absences/Vacancies | Modify | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments |

Modify Absence

		Create a New Absence	Create another absence for this employee
CONF#:	331204793		
Employee:	JESSE LUBINSKY ✉		
School:	Irvington High School		
Created On:	11/4/2018 9:49:07 PM		
Last Update:	11/16/2018 8:12:36 AM		
Status:	Substitute Not Needed		
Reconciled:	No Reconcile		
Substitute Required:	No		
Employee Hours Per Day:	8		

Attachments:
🗓 Substitute Payroll Calendar

Assign Sub (Edit/Delete | Split 👋

Approval Status:	Approved
Approvals Received:	1
Last Approval Action:	Nov 4 2018 9:50:29 PM (RAINA KOR)
Approvers:	View List
Approval Comments:	Show/Hide Comments

Upload New Edit

Date	Absence Reason	Absence Type	Start Time	End Time
11/14/2018 Wednesday	VACATION	Full Day	7:20 AM	2:45 PM

Accounting Code: -- None Selected --

Date	Absence Reason	Absence Type	Start Time	End Time
11/15/2018 Thursday	VACATION	Full Day	7:20 AM	2:45 PM

Accounting Code: -- None Selected --

The days below fall on closed days, and will not be used in figuring net absence reason balances, nor will they show on absence reports.

Date	Absence Reason	Absence Type	Start Time	End Time
11/16/2018 Friday	VACATION	Full Day	7:20 AM	2:45 PM

Accounting Code: -- None Selected --

Notes to Administrator (not viewable by Substitute):

Administrator Notes (not viewable by Substitute or Employee):

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CREATE ABSENCE | CREATE VACANCY | ABSENCE MODIFY | DAILY REPORT | SCHOOL | FIND EMPLOYEE | FIND SUBSTITUTE

| List Absences/Vacancies | Modify | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments |

Modify Absence

Create a New Absence | Create another absence for this employee

CONF#:	331204825
Employee:	JESSE LUBINSKY ✉
School:	Irvington High School
Created On:	11/4/2018 9:49:25 PM
Last Update:	11/19/2018 8:35:57 AM
Status:	Substitute Not Needed
Reconciled:	No Reconcile
Substitute Required:	No
Employee Hours Per Day:	8

Assign Sub   Edit/Delete

Approval Status:	Approved
Approvals Received:	1
Last Approval Action:	Nov 4 2018 9:50:29 PM (RAINA KOR)
Approvers:	View List
Approval Comments:	Show/Hide Comments

Attachments:
🗓 Substitute Payroll Calendar

Upload New Edit

Date	Absence Reason	Absence Type	Start Time	End Time
11/13/2018 Tuesday	VACATION	Full Day	7:20 AM	2:45 PM

Accounting Code: -- None Selected --

Notes to Administrator (not viewable by Substitute):

Administrator Notes (not viewable by Substitute or Employee):